

## How do I print an Official Immunization Record?











You can access a patient's official immunization record in 2 places:

- 1. In the patient's Immunizations Home Screen.
- 2. In the Reports Module.



# Accessing the record on the Patient's Immunizations Home Screen

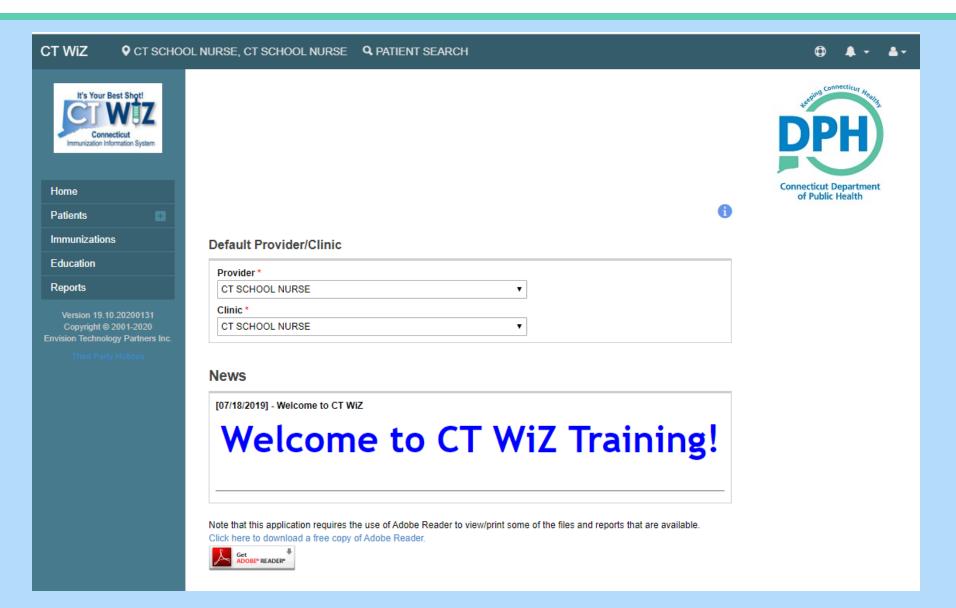






#### Home Screen - Begin Here







### Start by searching for the patient



https://ctwiz-training	J.dph.ct.gov/ctwi: ♀ ♀ 🖺 ♂ VIVIZ	
CT WiZ	IING CLINIC, DPH TRAINING CLINIC Q PATIENT SEARCH	
It's Your Best Shot!  Connecticut  Immunization Information System	Click Patient Search	
Home Patients Search Demographics	Click Search CR	•
Local IDs Programs Notes Precautions/ Contraindications	Provider *  DPH TRAINING CLINIC  Clinic *  DPH TRAINING CLINIC 1	
Events Duplicates	News	
Immunizations Inventory	⚠ There are currently no news items available.	
Clinic Tools Reports	Note that this application requires the use of Adobe Reader to view/print some of the files and reports that are available.  Click here to download a free copy of Adobe Reader.	
Version 18.1.20180629 Copyright © 2001-2018 Envision Technology Partners Inc. Third Party Notices	Get ADOBE READER*	

To get to the Search screen, click in one of the places shown here.



#### Conducting a Search



CT WiZ	NING CLINIC, DPH TRAINING CLINIC 1, 7777 Q PATIENT SEARCH
it's Your Best Shot!	Patient Search <sup>1</sup> □ Links ▼
Connecticut Immunization Information System	Search Criteria
Home	Patient ID Identifier Type Identifier Value
	Last Name First Name Middle Name DOB Gender
Patients	MM/DD/YYYY
Search	
Demographics	Previous Criteria Clear Search
Local IDs	
Programs	
Notes	Info: To minimize the creation of duplicates and aid in the identification of existing duplicates, please initially search for your patient using the first two letters of the first and last name and the date of birth. If a duplicate is found, please notify
Precautions/ Contraindications	the helpdesk.
Events	
Duplicates	
Immunizations	
Inventory	
Clinic Tools	
Reports	
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Once you are on the Patient Search screen:

- Enter your search criteria
- Click on the Search button to find any matching patients

#### Possible search criteria:

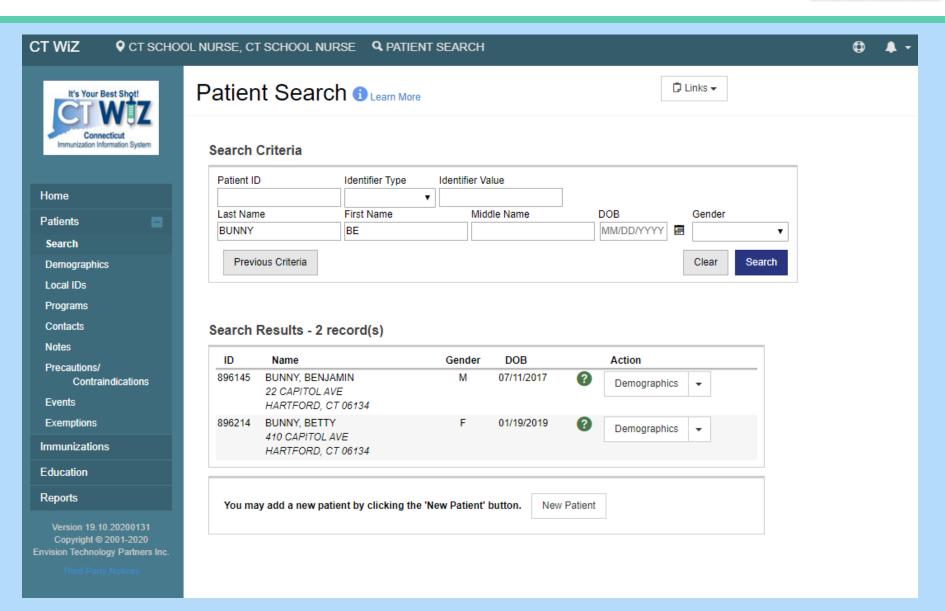
- First 2 letters of first and last names (John Smith = Jo & Sm)
- Patient date of birth
- Other identifier (see Identifier Type drop down)
- Patient ID

You should perform searches a few different ways to find the patient. Using less characters will give you a larger result, which could be helpful if the patient has a hyphenated last name or a misspelling. You want to make sure you thoroughly search for patients to avoid creating duplicate patients.



#### Sample Search Results

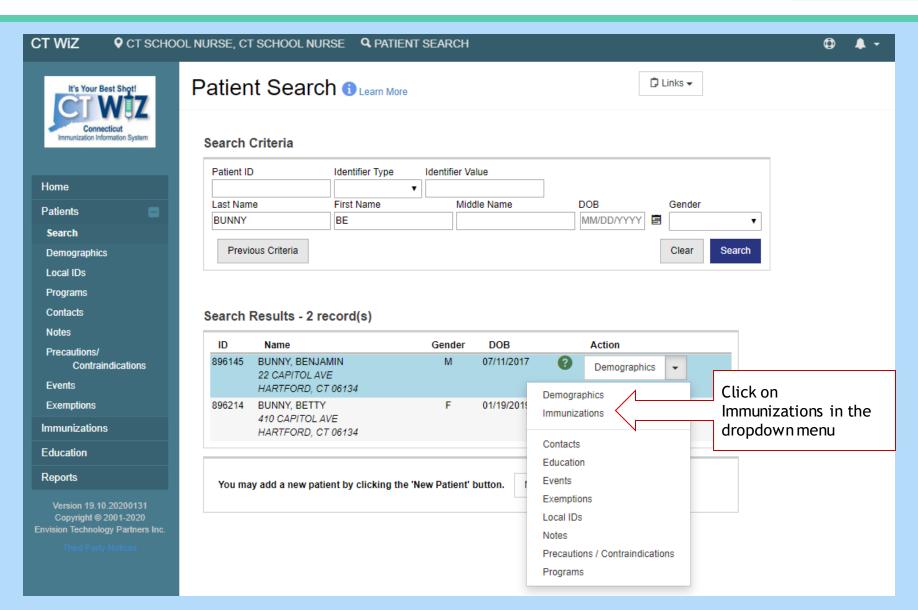






#### Immunizations Home

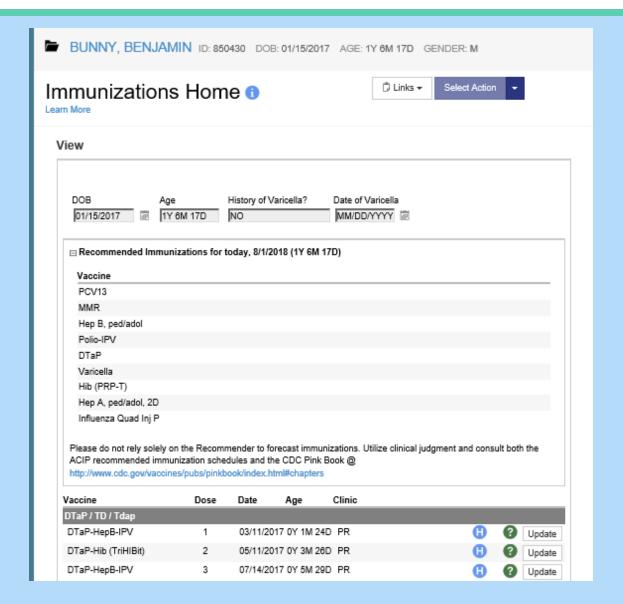






#### Sample Immunization Home Screen

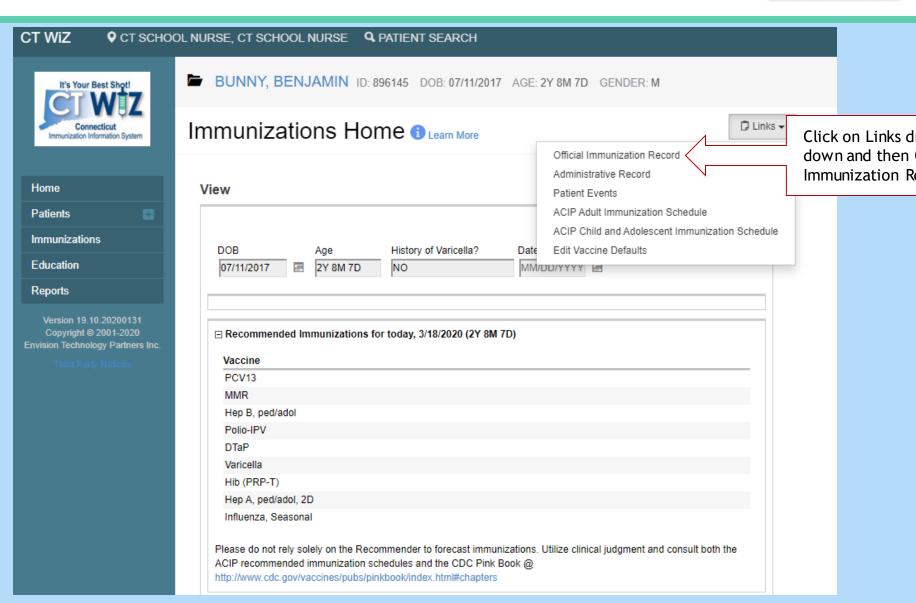






#### Accessing the Record

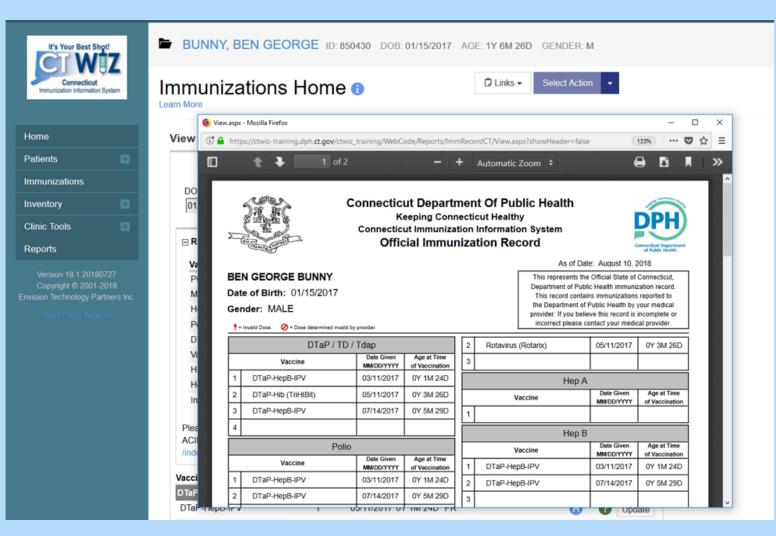






#### Official Immunization Record





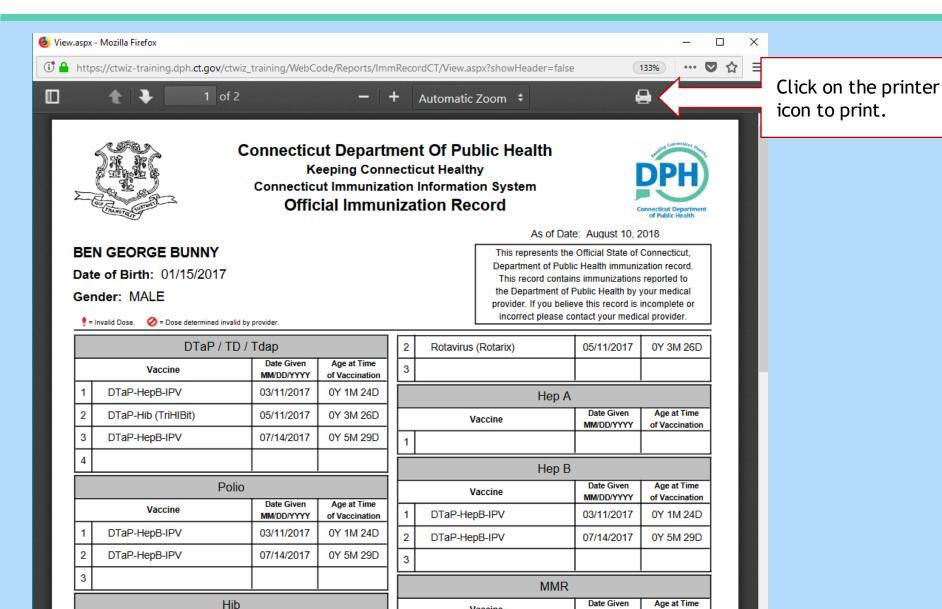
An Adobe .pdf version of the record pops up in a new window.

You may need to disable your popup blocker in your browser.



### Printing the Record







### Access the Record in the Reports Module

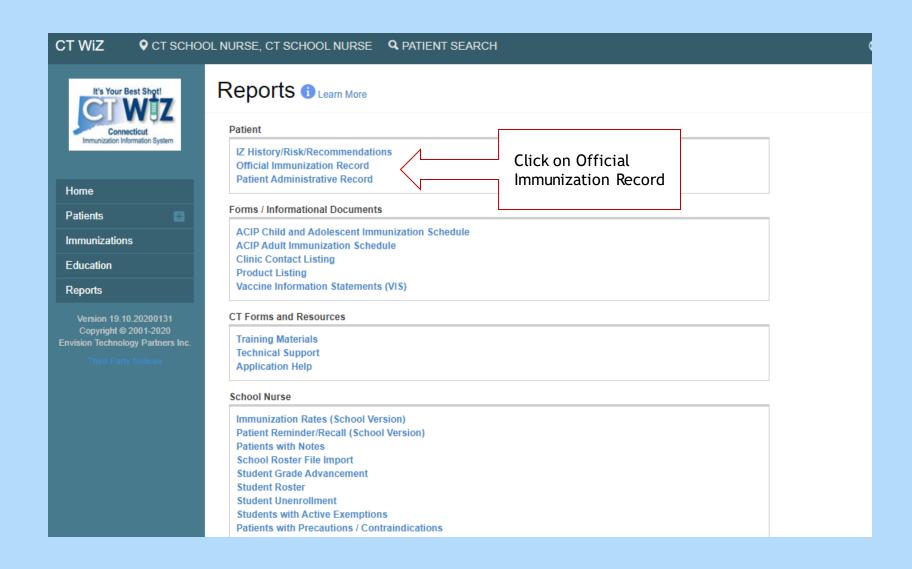






### Getting to the Official Record Report Page

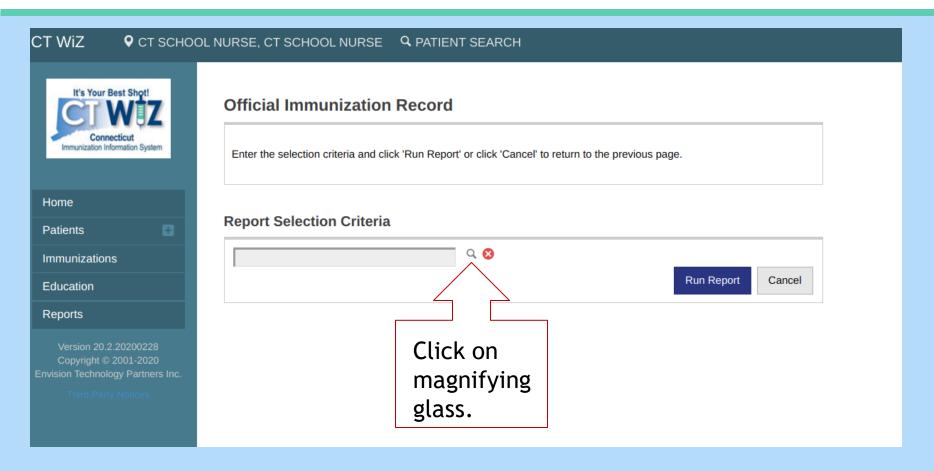






#### Run the Report





Click on the magnifying glass to search for the patient.



#### Search for the patient



Patient ID	Identifier Type Identifier Value			
Last Name	First Name	Middle Name	DOB	Gender
BUNNY	BENJAMIN		07/11/2017	<b></b>
Previous Criteria				

- 1. Enter the patient's last name, first name and date of birth.
- 2. Click on Search.



#### Search for the patient



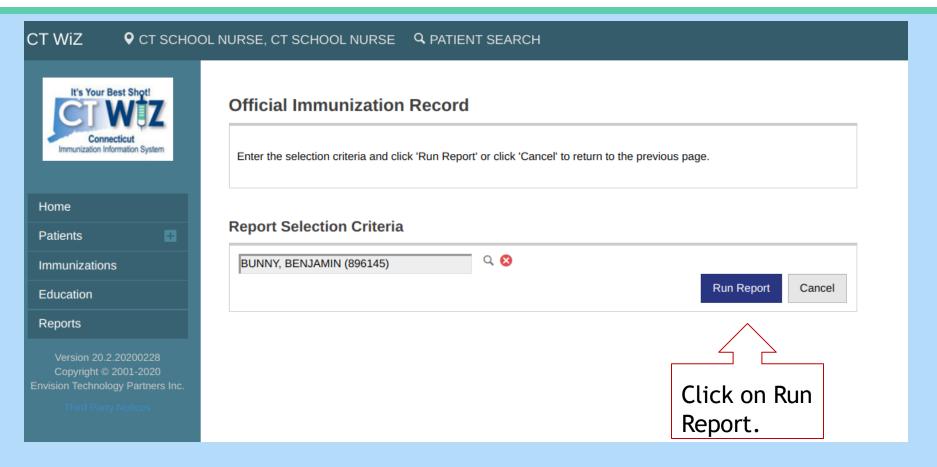
		Revise Cancel
	Name	Gender DOB
896145	BUNNY, BENJAMIN 22 CAPITOL AVE HARTFORD, CT 06134	M 07/11/2017
		Revise Cancel

- Double click on the patient row.
- Revise clears the search criteria to enter another search.



#### Run Report



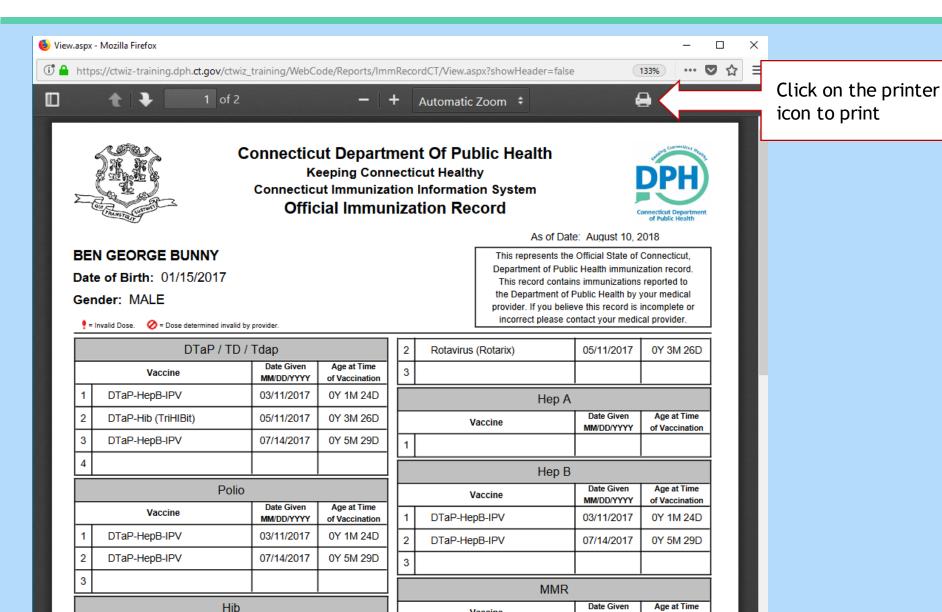


- 1. Ensure the correct patient appears in the box.
- 2. Click on Run Report.



### Printing the Record

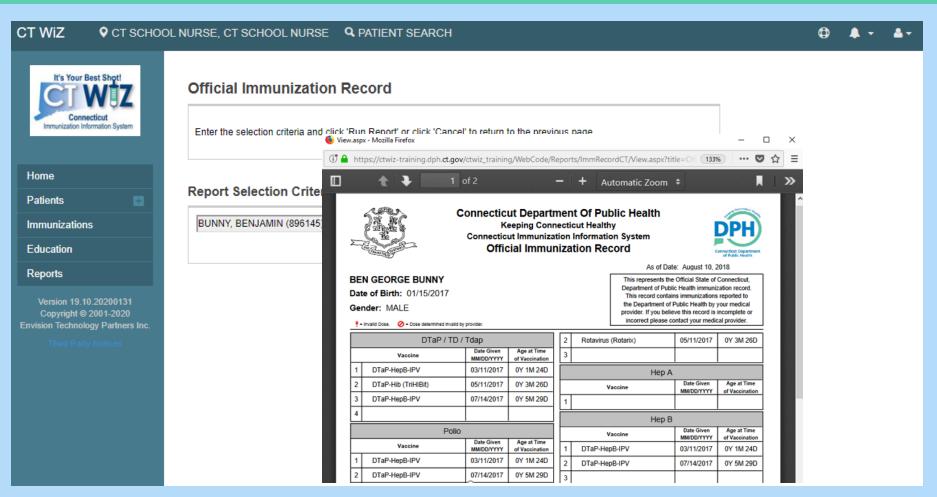






#### Official Immunization Record





An Adobe .pdf version of the record pops up in a new window.